



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

INSURANCE POLICY SPECIALIST I

Job Number: 20000885

Job Code: 35320V000101

Job Group: 3500 - INSURANCE REGULATION

Job Established: 05/16/2001

Job Revised: 02/24/2006

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

At the professional level, reviews and analyzes property and casualty insurance or life insurance programs, collects and analyzes insurance data, and/or develops policy; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have two years of professional experience in property and casualty insurance or life insurance claims/systems; and/or research, planning, policy development or administration functions for an insurance company or insurance regulatory agency.

Substitute EDUCATION for EXPERIENCE:

Graduate work in planning, public administration, actuarial science, business administration or a related field will substitute for the required experience on a year-for-year basis OR Successful completion of one actuarial examination from either the Society of Actuaries or the Casualty Actuarial Society will substitute for the required experience.

Substitute EXPERIENCE for EDUCATION:

Professional experience in the preparation of insurance reports or audits, actuarial or loss reserving will substitute for two years of the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews and analyzes property and casualty or life insurance issues, prepares analytical summaries and provides technical assistance. Provides oversight of rates and rules or program needs prior to completion of projects. Prepares recommendations for policies, strategies, and database needs. Organizes and updates basic information found in publications, research and databases. Designs database models for reporting. Analyzes such data with regard to cost and outcome. Researches, reviews, analyzes and synthesizes property and casualty or life insurance information. Recommends policies, goals and strategies related to property and casualty or life insurance needs and resources. Assists in the planning and coordination of specific program initiatives, including monitoring market competitiveness.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Duties are typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.